



In/Out-Processing (IOP) Section Out-Processing Briefing

Please view all slides

PCSing Soldiers Slides

Our mission is to provide sustainable installation support and services for Soldiers, Families, and the military community that meets current and future mission requirements, promotes community well-being and enhances the natural environment



Out-Processing Briefing



Purpose

IAW AR 600-8-101, Para 3-2c(1)

The out-processing program supports implementation of the *Army's debt management program*. No Soldier owing debts to the U.S. Government or its instrumentalities will be cleared for departure until either the debts are paid or the Soldier's unit commander and the local finance officer are notified. (See AR 600-15)

IAW Policy Memo USAG-HI-58

All Schofield Barracks, Wheeler Army Air Field, Ft. Shafter and Camp Smith Soldiers who are within 30 days of the Aval (Availability) Date for PCS or Reporting Date for Transition as indicated on the next slide, *must complete an Out-Processing Briefing*.

Out-Processing Briefing

Instructions



NO MORE THAN 30 days prior to your aval date all Soldiers must:

- Read these briefing slides
- Complete the survey located on Slide
- Email completed survey to usarmy.schofield.imcom-pacific.mbx.in-out-processing-hi@mail.mil

(ONLY .MIL EMAIL ACCOUNTS WILL BE ACCEPTED)

(you can copy the link when the survey is complete and paste link in body of email)

Indicate your name and full SSN in the body of the email

Within 3 business days you will receive an email indicating when your clearing papers will be emailed to you. (14 calendar days prior to your aval date) If you are within your 14 day window we will email you with the earliest date they will be available.

Out-Processing Briefing



Instructions Cont.

If you do not have access to a printer there are public computers located at the library or you can request a hard copy from our office. Please indicate in your email if you need us to print them for you.



Out-Processing Briefing



Aval Date

Aval Date on PCS Orders

ORDER ██████ USAG-HI, dated 1 October 2012

- (an) For additional information concerning the Ferry Service visit: <http://www.dot.state.ak.us/amhs/>.
- (ao) If you are traveling by land and need information concerning passports, visit the Customs and Border Protection website at: www.cbp.gov or contact the Office of Public Affairs at 1-877-227-5511.
- (ap) For questions regarding this memorandum call DSN 317-353-2132 or COMM (907) 353-2132, E-mail: MPDFamilyTravel@wainwright.army.mil.
- (aq) You are authorized Consecutive Overseas Tour (COT) travel to your Home of Record (Mancelona, Michigan 49659) or no farther distant than your Home of Record.
- (ar) You are authorized to personally procure transportation associated with your COT travel. Reimbursement will be limited to the government's constructed cost between the authorized locations (your duty station and HOR). Use of American Flag carriers, and a Government contracted Commercial Travel Office (CTO) is mandatory. Use of the IBA is only authorized when travel is between the authorized locations.
- (as) Soldier is participant in the Exceptional Family Member Program. Special Educational or Medical Facilities are required by the Soldier's Family Members. The servicing MEDCOM EFMP Coordinator has confirmed that services required by the Family are available.
- (at) Early report-up to 60 days is authorized.
- (au) Priority 10.

FOR ARMY USE
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Aval Date

FOR THE DIRECTOR OF HUMAN RESOURCES:



ANDREW FROTHINGHAM
Chief, Family Movements

DISTRIBUTION:
SSG PRATT (1)
IMPC-HAW-HRM (1)
Cdr B Co, 2-35th Inf Bn, Schofield Barracks, HI 96857-6000 (1)
Cdr, 1-25th Reg Det, Ft Wainwright, Alaska 99703-5000 (1) LKS



USAG-HI WEBSITE FOR SMARTPHONES/IPHONES/ANDROIDS



Out-Processing Briefing



Instructions

PCS ONLY

- **IAW FRAGO 02 to OPORD 12-065**

Prior to issuance of your clearing papers (DA Form 137-2),

Soldiers will complete the Total Army Sponsorship Program (TASP) Out-processing Sponsorship Survey (*Soldiers transitioning from service will not complete the Sponsorship Survey*)

- **TASP Out-Processing Sponsorship Survey link:**

<http://www.myarmyonesource.com/outprocessing>

Out-Processing Briefing

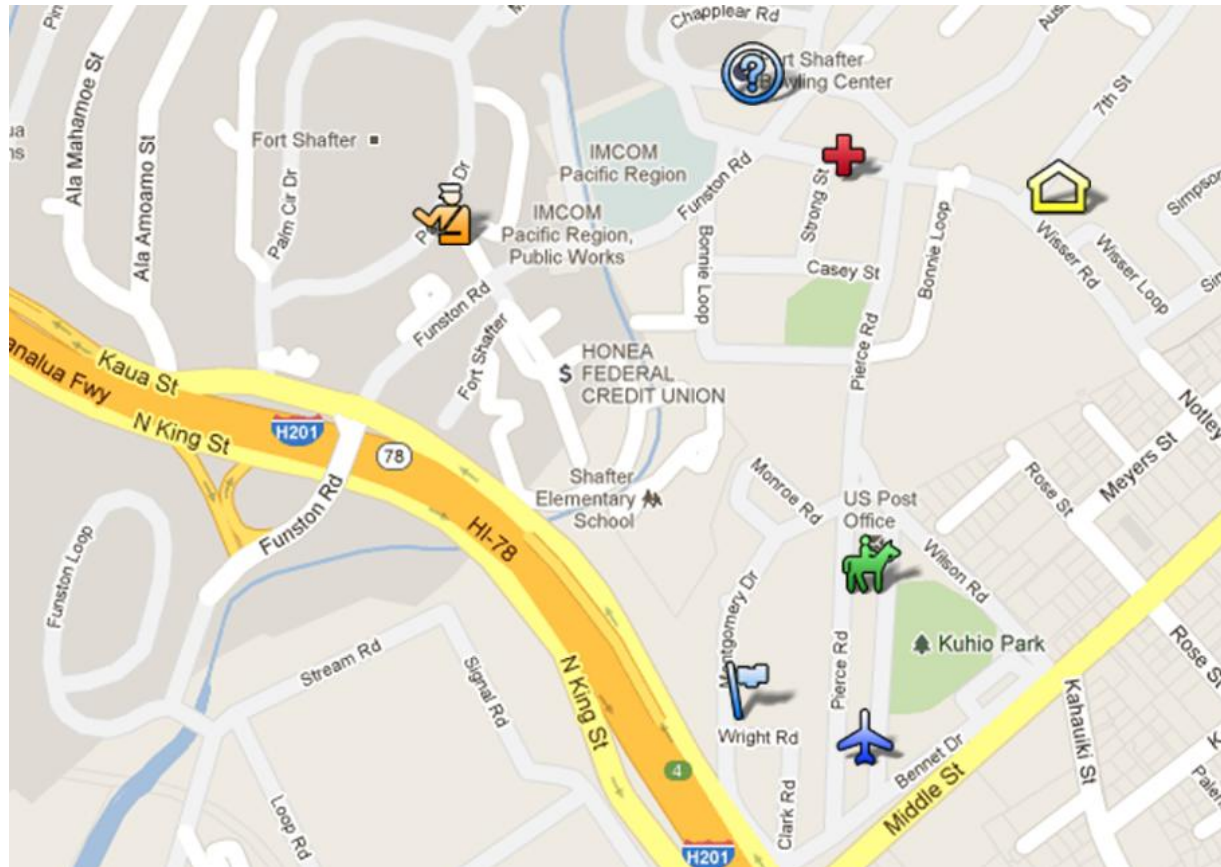
Schofield Barracks Map



<https://www.intelink.gov/go/kBJhGe>

Out-Processing Briefing

Ft Shafter Map



<https://www.intelink.gov/go/fHnzAx>

Out-Processing Briefing



CIF

Location: Bldg 2070, 540 Humphrey Rd, Schofield Barracks

Tel: 655-7154

Hours of Operation: M-Th 0900-1500, Fri 0900-1400

(Appointment required for turn-ins)

- Soldier should report to the CIF to schedule an appointment. The following items are required for scheduling an appointment:
 - ✓ 1 copy of orders
 - ✓ 1 copy of the Commander's memorandum to start the clearing process early. Ensure commander's assumption of command is on file w/CIF
- Upon arriving at the CIF, Soldier will be given a copy of the clothing record to identify all items that are required for turning in for clearance
- If Soldier is unable to make the initial scheduled appointment, Soldier is required to reschedule by calling CIF



Out-Processing Briefing



Housing

	Inspection	Clearance	Request TLA Memorandum from Post Housing	
On Post Family Housing	Contact assigned Community Center to schedule pre/final inspection	Assigned Community Center	PCS Orders Flight Itinerary DA Form 31 (Leave Form) Termination Letter	0-10 days (On post housing or UPH must be terminated prior to start of TLA)
BOQ	Contact Unaccompanied Personnel Housing (UPH) 655-7390 for inspection	UPH Office		
Off Post	N/A	<u>Schofield</u> Housing Services Office (HSO), 655-3074/5, Bldg 950, 215 Duck Road. <u>Ft. Shafter</u> Housing Services Office (HSO), 438-6198, Bldg 1004, 111 7th Street	PCS Orders Flight Itinerary DA Form 31 (Leave Form) DD Form 1299 (Household Goods Shipment)	0-10 days (Household goods must be picked up prior to start of TLA)
UPH Barracks Management Office	Barracks Management Office within footprint to schedule pre/final inspection	Barracks Management Office within Footprint	N/A	N/A



Out-Processing Briefing



Barracks Management Office

<u>Barracks Management Office (BMO)</u>	<u>BMO Phone Number</u>
<u>2nd SBCT (SB, Bldg 586)</u>	<u>655-9414/9422</u>
<u>3rd IBCT (SB, Bldg 586)</u>	<u>655-9415/9416</u>
<u>8th TSC North (SB, Bldg 881)</u>	<u>655-9404/9437</u>
<u>8th TSC South (FS, Bldg 502)</u>	<u>438-4609</u>
<u>CAB (WAAF, Bldg 840)</u>	<u>656-3376/3377/3379</u>
<u>500th MI</u>	<u>655-6088/6102</u>
<u>HHBN 25th</u>	<u>655-6379/1274</u>



Out-Processing Briefing



Veterinary Clinic

Schofield Barracks Veterinary Clinic:

Location: Bldg 936, Duck Rd, Schofield Barracks

Tel: 655-5893/5889

Hours of Operation: M-F 0800-1600, every 3rd Wed 0800-1900 (Closed last day of the month)

Ft Shafter Veterinary Clinic:

Location: Bldg 435, Pierce St, Ft Shafter

Tel: 433-2271

Hours of Operation: M-F 0800-1600 (Closed last day of the month)

- **Soldier will be cleared on-line unless a balance is due then Soldier must visit clinic used.**



Out-Processing Briefing



Medical Facility

For Schofield Barracks Soldiers:

Location: Bldg 679, Glennan Rd, Schofield Barracks

Tel: 433-8200

Hours of Operation: M-F 0700-1600 (Closed 1200-1300 for lunch)

- Soldiers may begin medical out-processing TUES 1300 or THUR 0900 at Schofield Barracks Health Clinic (Bldg 679), Troop Immunizations

For Ft Shafter Soldiers:

Location: Tripler Army Medical Center, Medical Records, Mountainside, 4G-Rm 716

Tel: 433-6076

Hours of Operation: M-F 0730-1600 (Closed 1200-1300 for lunch)

- **Please start medical out-processing two weeks prior to final clearance date.**
- **Drop copy of orders at Medical Records at anytime during hours of operation**



Out-Processing Briefing



Dental Facility

For Schofield Barracks Soldiers:

Location: Bldg 660, McCornack Rd, Schofield Barracks

Tel: 433-6825

Hours of Operation: M-F 0715-1615

For Ft Shafter Soldiers:

Location: Tripler Army Medical Center, Dental Clinic, 1st Floor,
D-Wing

Tel: 433-6825

Hours of Operation: M-F 0715-1615

- **Please pick up *Dental Records* at the Dental Facility.**



Out-Processing Briefing



Army Community Services (ACS) Army Emergency Relief (AER)

Schofield Barracks

Location: Bldg 2091, Kolekole Ave

Tel: 655-4227

Hours of Operation: M-F 0730-1630

Ft. Shafter

Location: Bldg S330, Aloha Center, Rm 111

Tel: 438-9285

Hours of Operation: M-F 0730-1630

▪ **ACS will clear Soldier on-line unless a balance is due then Soldier must clear at Schofield Barracks or Fort Shafter location.**

Out-Processing Briefing



Library

Schofield Library

Location: Bldg 560, 1st Floor, 1336 Kolekole Ave

Tel: 655-8002

Hours of Operation: M & Tue 1100-2000, Wed-Sat 1100-1800,
Closed Sundays

Fort Shafter Library

Location: Bldg 650, 181 Chapplear Rd

Tel: 438-9521

Hours of Operation: M-Th 1000-1800, Fri-Sun 1000-1600

- **Library will clear Soldiers on-line unless Soldier has any checkouts or overdue account then Soldier may clear at either location.**



Out-Processing Briefing



Education Center

For Schofield Barracks Soldiers:

Location: Bldg 560, 2nd Floor, 1336 Kolekole Ave

Tel: 655-0800/0805

Hours of Operation: M-F 0900-1700

Last business day closes @ 1200 for separating Soldiers

For Ft Shafter Soldiers:

Location: Bldg 102, 1 Jarrett White Rd, Tripler Army Medical Center

Tel: 433-4187

Hours of Operation: M-F 0900-1700

- **Education Center will clear Soldiers (PCS only) on-line unless Soldier owes money, has missing grade, or has no GoArmyEd account.**



Out-Processing Briefing



Child & Youth School Services Registration Office

Schofield Barracks

Location: Bldg 1283, 241 Hewitt St

Tel: 655-5314/8380

Hours of Operation: M-F 0730-1700 (Walk-Ins 0730-1100)

Aliamanu Military Reserve (AMR)

Location: Bldg. 1782

Tel: 833-5393

Hours of Operation: 0800-1700 (Walk-Ins 0800-1100)

- **Soldiers may clear at either location, if you do not have any children please write no children in the block.**



Out-Processing Briefing



Child & Youth School Services Registration Office (Cont'd)

CYSS Programs	* Separate forms required for each child *	Turn-in forms at:
Public School	<u>Student Withdrawal Procedures for Out-Processing Form</u> (School personnel must sign/stamp form)	Child, Youth & School Services Registration Office (CYSS) at either Schofield Barracks or AMR
	<u>Student Non-Withdrawal Procedures for Out-Processing Form</u> (School personnel must sign/stamp form)	
CDC	<u>CYSS Child Care Withdrawal Procedures for Out Processing Form</u> (Child Care Facility Personnel must sign form)	
SAS		
FCC		
Sports		
SKIESUnlimited		
Homeschool	Contact school your child should have attended and inform them of your PCS date	
Private school/homeschool and did not use any CYSS programs	Soldiers whose children did not utilize CYSS and did not attend a public school require no paperwork	



Out-Processing Briefing



Training Aids Support Center (TASC)

Location: Bldg R1052, McMahan Rd, Schofield Barracks

Tel: 655-4030

Hours of Operation: M-TH closed on Fridays 0730-1130/1230-1630

▪ **TASC will clear Soldiers on-line unless required to visit.**



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USAG-HI Installation Security Office

Location: Bldg 580 (Division HQ), Room 130, Kolehale Ave,
Schofield Barracks

Tel: 655-6197

Hours of Operation: M-F 0830-1200, 1300-1630

- Soldiers under MEDCOM, NETCOM, INSCOM, USACE, SIGNAL: 307th ITSB, & MI UNITS: 500th MI, 205th MI, 715th MI – Report to your unit S2 for Security Office signature
- **Other Soldiers will be cleared on-line unless visit it required.**



Out-Processing Briefing



Installation Property Book Office (PBO)

Location: Bldg 6041, 1950 Higgins Rd, East Range Area

Tel: 656-1645

Hours of Operation: M-F 0700-1630 (Closed 1100-1300)

▪ **No requirement to clear PBO if E4 or below.**



Out-Processing Briefing

Provost Marshal Office



Schofield Barracks Police Station:

Location: Bldg 3010, Lyman Rd

Tel: 655-4688

Hours of Operation: M-F 0900-1130, 1300-1600

Ft. Shafter Police Station:

Location: Bldg T118, Palm Circle

Tel: 438-7114

Hours of Operation: 24 hours

▪ **Soldier will be cleared on-line unless Soldier visit is required.**



Out-Processing Briefing

Outdoor Recreation Center



Schofield Barracks

Location: Bldg 2110, 435 Ulrich Way, Schofield Barracks,
Tel: 655-0143

Hours of Operation: Wed-Sat 0830-1730, Tues 1300-1730
closed Sun & Mon

Aliamanu Military Reserve (AMR)

Location: AMR Fitness Center
Tel: 836-0338

Hours of Operation: M-F 0600-2100, closed Sat & Sun

- **Soldier will be cleared on-line if possible. Soldiers may visit either location.**



Out-Processing Briefing



Morale/Welfare/Recreation Fund Manager

Wheeler AAF

Location: DFMWR Bldg 547, 350 Eastman Road, Wheeler AAF

Tel: 656-0129

Hours of Operation: M-F 0730-1600

- **Soldier will be cleared on-line unless visit it required.**



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Schofield Barracks

125th Finance Management - Military Pay Out-Processing

	PCS		Advance DLA (cannot be paid more than 30 days prior to departure)	Advance Travel	Advance Pay (up to one month's pay)	TLA upon departure
Processing Location	Ayers Ave, Bldg 750, Tel: 655-0094/0095 Operating Hours: M,T,W,F 0930-1130, 1300-1600 Closed on Thursday, Holidays & ADONSA				219 Glennan Rd, Bldg 689 Tel: 655-1244	
When to submit (minimum # of days prior to leaving Hawaii)	15 days		30 days	30 days	30 days	10 days (can submit w/ prepaid lodging receipt 4 days prior to departure)
DD137-2 (Clearing paper)	SHOW					
Order (1-sided)	1 copy		1 copy	1 copy	1 copy	1 copy
DA 31 (Leave Form)	1 copy		1 copy	1 copy	1 copy	1 copy
Flight Itinerary (for you and family)			1 copy	1 copy		1 copy
LES (Leave and Earning)					1 copy	
TLA Memorandum from Post Housing						1 copy
Paid Receipt (Itemized by day and dates must correspond to TLA Memorandum above)						1 copy
Statement of Non Availability (SNA)	SNA is only needed if Service Member did not stay at the Schofield Inn. Without an SNA, you will be reimbursed up to the Schofield Inn rate.					1 copy

All documentation must be submitted with amendment if applicable.
 Carissa Walker/IMPC-HAW-HRM/(808) 655-1272/carissa.l.walker.civ@mail.mil



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Schofield Barracks

Defense Military Pay Office, Schofield Barracks

Location: Soldier Support Center, Bldg 750 Room 119

Tel: 655-0094/95

Hours of Operation: M,T,W,F 0930-1130, 1300-1600

Closed on Thursday, Holidays, and ADONSA

Documentation Required for clearing:

- ✓ PCS Orders (w/amendments) - 1 copies
- ✓ DA 31, Leave Form – 1 copies
- ✓ Fill DA Form 5960
- ✓ Installation Clearing Papers (Must clear CIF prior to Finance)

Note: Bring all copies to IOP Finance 15 days prior to your final out



Out-Processing Briefing



Military Pay

For Soldiers Assigned to Ft. Shafter

Defense Military Pay Office, Ft Shafter

Location: Aloha Center, Bldg S-330 Rm 108, Montgomery Rd

Tel: 438-9804/8161/3958/1621/8155/1875

Hours of Operation: M-F 0730-1530

Appointment Required

Documentation Required:

- ✓ PCS Orders (w/amendments) - 3 copies
- ✓ DA 31, Leave Form – 3 copies
- ✓ Flight Itinerary for Service Member and all dependents – 3 copies
- ✓ TLA Authorization Memo – 2 copies
- ✓ Installation Clearing Papers (Must clear CIF prior to Finance)

- May request Advance Dislocation Allowance (DLA), Advance Travel, and Advance Pay
- Out-processing TLA settlements need Itemized Lodging receipts showing paid in full



Out-Processing Briefing



Final Clearance

- You must have the following documents in order to out-process the installation with IOP Section:
 - ✓ Installation clearing papers (DA Form 137-2) – CIF must be cleared first
 - ✓ Unit clearing papers (DA Form 137-1) – Complete with all signatures or stamps as required

- YOUR LATEST DATE FOR FINAL OUT IS LOCATED ON PAGE 2 Remarks # 16 OF YOUR CLEARING PAPERS. All agencies MUST be completed prior to final out. TIME IS BETWEEN 1300 and 1530 Mon, Tues, Wed, Fri and 0800-1130 on Thursdays.

Out-Processing Briefing



END OF BRIEF

INSTALLATION MANAGEMENT COMMAND



“Sustain, Support and Defend”